

Chief, Management Staff

28 June 1957

Chief, Records Management Staff

Weekly Report - Week Ending 26 June 1957

1. Contributions

a. Tangible

- (1) Completed 9 new and revised forms.
- (2) The Records Center received 139 cubic feet of inactive records and eliminated 90 cubic feet.
- (3) Assisted Signal Center, Office, Office of Communications in solving a filing problem by substitution of 11 point Kraft File Folders for Armor Glad folders; thereby eliminating difficulties experienced in housing their personnel records. Also, proposed the adoption of the Subject Numeric Filing System.
- (4) Completed the installation of the Subject Numeric Filing System in the Medicine Division of OSI. This will permit quicker reference to their files and provide a method for eliminating inactive records on a periodic basis.

b. Intangible

None

2. Assignments - (Active)

- ✓ a. Review of Records Control Schedule, Office of Personnel.
- ✓ b. Review of Filing System, Suggestion Awards Staff.
- ✓ c. Use of Shelf Filing - Industrial Register.
- ✓ d. Use of Shelf Filing - Biographic Register.
- ✓ e. Use of Shelf Filing - Office of Security.
- ✓ f. Installation of Filing System, OSI.

- g. 23 new and revised forms in process.**
- h. Preparation of an article on Forms Management for the Special Support Bulletin.**
- 3. Assignments - (Inactive)**
- a. Review of Records Control Schedule, DDP.**
- b. Review of Vital Personnel Records.**
- c. Records Disposition Survey, Commercial Staff.**
- h. News**
- a. The Director of Security has assigned [redacted] to a special project concerned with their records problem and has asked our assistance.**
- b. The Real Estate and Construction Division awarded a contract 27 June for the addition to the Records Center to the Herbert Laurence Bright Company, Inc., Washington, D. C., in the amount of \$373,735.00**

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MST/R/RMS/[redacted]:fjm (28 Jun 57)